| Category: **REIMBURSEMENTS** | Document Type:<br>**Quick Steps** | Author:<br>**Content Team** | Software Version:<br>10.0 | Updated:<br>10/7/2019 |
|---|---|---|---|---|
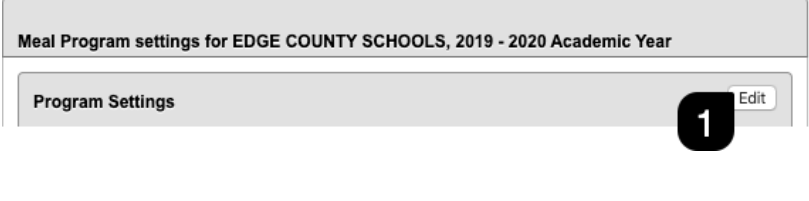
## SUMMER FEEDING PROGRAM CONFIGURATION

Users can set up the summer feeding Program configuration, buttons, grids, default grids and meal timings.

⚠These steps may be repeated for each Summer Meal Menu.

## MEAL PROGRAM SETTINGS

Go to: **Point of Service > Reimbursements > Program Configuration**

| Process / Descriptions | Images |
|---|---|
| 1. Click **Edit** to select the desired program you would like to configure |  |
| 2. Click the **checkbox** next to the desired program |  |
| 3. Click **Save** |  |
| 4. Click the **Edit** button in the **Meal Service Settings** section<br>*Site selection options will populate* |  |
| 5. Select the desired **Meal Service** option |  |
| 6. Click **Save** |  |

## SUBMIT A REQUEST

Districts can use the Student button in ExpressPoint App or the Point of Service (POS) Terminal instead of the Record Sale functionality. However, the button is currently defaulted to Paid. PrimeroEdge will have to configure the Student button to default to Free.

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1.  Submit a **request** to have the "student button" changed from paid to free by creating a ticket to Expert Care

⚠️The district will need to provide the date for when they want this change to take place. The district will also need to be aware that they will need to request we change the default student button from free, back to paid when summer feeding ends.
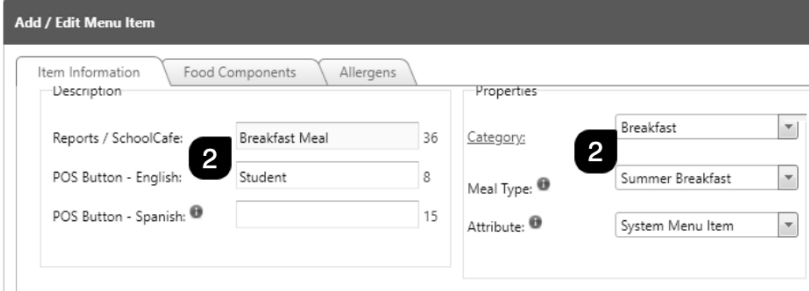
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💡 There are two other options that can be done without modifying the **Student** button in ExpressPoint or POS Terminal:
1.  Create the summer Breakfast/Lunch Menu Item and set the price to $0.00 for Free/Reduced/Paid
2.  Keep count of the meals and then do a summary sale and put all meals under free

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## ADD MENU ITEM

Add menu items to the Summer Meal program.

> Go to **Point of Service** > **Menu Items** > **Menu Items**

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|---|---|
| 1. Click **Add** |  |
| 2. Fill in the **Item Information** in the **Description** and **Properties** sections<br><br>⚠️ The **Attribute** must be set to **System Menu Item** for it to show up in the Record Sales function<br><br>💡 Please note, if there is not already a category set up for what you are adding, you can click on the category button and create the category. |  |

3. Make sure the **Pricing** is set to zero ($0.00) for free/reduced/paid and also for the **Price Type** (**Staff**, **Visitor**, and **Prog Adult**)

4. Click **Save** when done

   *A pop-up message will populate*



5. Click **Yes** to confirm the Menu Item Pricing

## CREATE A MENU GRID

Add a Menu Grid for the Summer Menu Program in order to add a button function to ExpressPoint App or POS Terminal.

Go to: **Point of Service** > **Menu Items** > **Menu Grid**

1. Click **Add**

2. Enter in the **Particulars** information (**Menu Name**, **Meal Type, Site Type**, etc.)
3. Click **Next** when done

4. In the Layout & Menu Items tab, drag and drop the **Menu Items** into the **Menu Grid Layout** section

💡 For more information on how to drag and drop, please speak with your IT department



5. Click **Save**

⚠️ Clicking Save will send the grid data out to the POS (Please make sure the POS machines are powered on and connected to the internet to receive the updated menu grids).



## CONFIGURE DEFAULT MENU GRID

Make the Menu Grid the Default Grid for the Summer Meal Program.

Go to: **Point of Service** > **Menu Items** > **Default Menu Grids**

1. Click **Add**

# Point of Service

| | |
|---|---|
| 2. Select the correct information for the Default menu (**Site Type**, **Meal Type**, **Menu**, and **Days for use**)<br><br>3. Click **Save** |  |

## MEAL TIMINGS

Configure the meal timing for each site and summer meal.

Go to: **Point of Service** > **Management** > **Meal Types**

| | |
|---|---|
| 1. Click the **arrow** next to each site type to expand the timings |  |
| 2. Click the **Pencil** icon next to the desired Meal Type to begin editing<br><br>⚠ No two times can have the same time slot. If there is a conflicting time, it will need to be adjusted for the timing needs of the summer feeding. |  |
| 3. Enter the **Start Time** and **End Time** as desired<br><br>4. Click **Update** to confirm the changes *Click Cancel to void the changes* |  |

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